



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER:: BAKSA**  
**HQ:: MUSHALPUR-781372**

E-mail: dc-baksa@nic.in

Phone / Fax-03624-234556 / 234524

**SHORT NOTICE INVITING TENDER**

Sealed Tender affixing Court Fee Stamp of **Rs.8.25** (Rupees eight and twenty five paise ) only are invited from intending Firms/Suppliers/Individuals registered with Registrar of Societies, Assam, or Individuals registered with any Govt. department, for supply of refreshment items in the o/o. District Commissioner, as per Terms & conditions given below:

**(A) TERMS AND CONDITIONS**

1. Tenderer should have adequate experience of supply of refreshment items in huge volume and within limited time period.
2. Tenderer will be required to adhere strictly to time frame and no delay will be accepted.
3. In case of violation of any condition of the contract by the Tenderer at any stage, the District Commissioner, Baksa reserves the right of rejecting the materials supplied by him without making any payment for such items.
4. The tenderer must furnish the following up to date valid documents along with their tender:
  - a. Registration certificate of the Firm. In case of individual, registration certificate with any Govt. department with up to date validity.
  - b. GST Registration Certificate with latest GST return filing statement.
  - c. Xerox copy of self-signed PAN card.
  - d. Latest Income Tax Return statements.
  - e. Xerox copy of Bank pass book.
  - f. Record/documents in support of experience. if any.
5. In view of urgency of supply of refreshment items at the fixed stipulated date and time other parties/firms having experience on the works of supply shall be given preference.
6. The District Commissioner, Baksa reserves the right to accept/reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the supply

- work at his quoted rate.
7. The tenders should be addressed to the District Commissioner, Baksa and must be submitted at the **drop Box** provided for the purpose at the District Commissioner, Baksa, Mushalpur in sealed cover latest by **02.00 PM on 25/06/2026**. Tenders so received shall be opened on the same day at **03.00 PM** in the office of the District Commissioner, Baksa. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.
  8. Payment will be made subject to availability of fund in respective head of accounts.
  9. The rate should be quoted inclusive of all sources of tax by the tenderer and on their **Letter heads** in the **Format** attached herewith as **Annexure A**.
  10. The undersigned is not responsible for payment of fund beyond his control & authority.

**e-Signed**  
Deputy Commissioner  
Baksa, Mushalpur

Memo No. 144808/1-A

Copy to:-

1. The Joint Secretary to the Govt. of Assam, General Administration, Dispur, Guwahati for favour of kind information.
2. The District Information and Public Relation Officer, Baksa with a request for wide publicity.
3. DIO,NIC, Baksa for uploading at district website immediately.
4. Notice Board of DC's Office, Baksa, Mushalpur.

Digitally signed by  
Kimnei Changsan  
Date: 11-06-2026  
12:40:41

District Commissioner  
Baksa,  
Mushalpur

## Refreshment Items

| Sl.No. | Items/Particulars             | Qty.      | Rate |
|--------|-------------------------------|-----------|------|
| 1      | Milk coffee                   | Per cup   |      |
| 2      | Black coffee                  | Per cup   |      |
| 3      | Milk Tea                      | Per cup   |      |
| 4      | Black Tea                     | Per cup   |      |
| 5      | Puri/Sabji (3 Pcs)            | Per Plate |      |
| 6      | Paratha                       | Per Plate |      |
| 7      | Chapatti/Sabji (2 pcs)        | Per Plate |      |
| 8      | Lunch / Dinner - VEG          | Per Plate |      |
| 9      | Lunch / Dinner - PANEER       | Per Plate |      |
| 10     | Lunch / Dinner - Mutton       | Per Plate |      |
| 11     | Non-veg Thali - CHICKEN       | Per Plate |      |
| 12     | Non-veg Thali - FISH          | Per Plate |      |
| 13     | Non-veg Thali - EGG           | Per Plate |      |
| 14     | Veg Roll                      | Per No.   |      |
| 15     | Chicken Roll                  | Per No.   |      |
| 16     | Egg Roll                      | Per No.   |      |
| 17     | Veg Fried Rice                | Per Plate |      |
| 18     | Chicken Fried Rice            | Per Plate |      |
| 19     | Egg Fried Rice                | Per Plate |      |
| 20     | Water Bottle - 20 Ltrs. (Jar) | Per No.   |      |
| 21     | Water Bottle - 1 Ltr.         | Per No.   |      |
| 22     | Water Bottle - 2 Ltrs         | Per No.   |      |
| 23     | Water Bottle - 1/2 Ltr        | Per No.   |      |
| 24     | Veg. Pulao                    | Per Plate |      |
| 25     | Meat Pulao                    | Per Plate |      |
| 26     | Patties - Veg                 | Per No.   |      |
| 27     | Patties- Sweet                | Per No.   |      |
| 28     | Patties- Chicken              | Per No.   |      |
| 29     | Patties-Panner                | Per No.   |      |
| 30     | Rasgulla/Gulab Jamun          | Per No.   |      |
| 31     | Singra                        | Per No.   |      |
| 32     | Kalakan                       | Per No.   |      |
| 33     | Kachuri                       | Per No.   |      |
| 34     | Egg Omlet                     | Per No.   |      |
| 35     | Sandwich                      | Per No.   |      |
| 36     | Frooty/ Tropicana-200 ml      | Per Pkt.  |      |
| 37     | ORS-300 ml                    | Per Pkt.  |      |

|    |                                     |           |  |
|----|-------------------------------------|-----------|--|
| 38 | Fruit Juice – 1 ltrs                | Per No.   |  |
| 39 | Cold drinks ( <b>small</b> ) 500 ml | Per No.   |  |
| 40 | Cold drinks (big) 1.5 ml            | Per No.   |  |
| 41 | Packet cake ( <b>Small</b> )        | Per No.   |  |
| 42 | Packet cake ( <b>Big</b> )          | Per No.   |  |
| 43 | Pokora/Cutlet/veg.chop              | Per Plate |  |
| 44 | Jellebi                             | Per kg    |  |
| 45 | Curd (Doi)                          | Per kg    |  |
| 46 | Kaju (Salted)                       | Per kg    |  |
| 47 | Boiled Egg                          | Per No.   |  |
| 48 | Bread (small/big)                   | Per No.   |  |
| 49 | Butter- 100 gm                      | Per Pkt   |  |
| 50 | Jam – 200 gm                        | Per Pkt   |  |
| 51 | Jelly -200 gm                       | Per Pkt   |  |
| 52 | Milk - Amul Taja                    | Per Ltr   |  |
| 53 | Corn Flakes- 200 gm                 | Per Pkt.  |  |
| 54 | Biscuit (good brand)                | Per Pkt   |  |
| 55 | Fruits :                            |           |  |
| 56 | i) Apple                            | Per kg    |  |
| 57 | ii) Grapes                          | Per kg    |  |
| 58 | iii) Banana                         | Per kg    |  |
| 59 | iv) watermelon                      | Per kg    |  |
| 60 | Bhujia/Mixture                      | Per Pkt   |  |
| 61 | Chowmin (Veg)                       | Per Plate |  |
| 62 | Chowmin (Non-veg)                   | Per Plate |  |
| 63 | Momo (veg)-6 pcs                    | Per Plate |  |
| 64 | Momo (non-veg)- 6 pcs               | Per Plate |  |